

# **SAFETY**

## **Supervisory Development Training**

**Nancy L. Carlson**

**SOSRI-SF**

**DSN 793-1380**

**[carlsonn@ria.army.mil](mailto:carlsonn@ria.army.mil)**



***OSC - On the Line***



# PURPOSE

- ✓ **To introduce or reinforce “SAFETY” and the RIA Safety Program to OSC / FSC supervisors and leaders.**



# OBJECTIVES

- ✓ **Define Safety, Accident, Near Miss**
- ✓ **Identify the objectives of the Army Safety Program**
- ✓ **Demonstrate an understanding of OSHA**
  - **Employer Duties and Employee Rights**
- ✓ **Demonstrate a working knowledge of the RIA Safety Program**
  - **General Safety Information**
  - **Special Topics**



# **SPECIAL TOPICS**

- ✓ **MG McManus's Position**
- ✓ **COL Mullins's Policy**
- ✓ **Communication Efforts**
- ✓ **Accident Information**
- ✓ **Personal Protective Clothing / Equip**
- ✓ **Points of Contact**



# WHAT IS SAFETY?

- ✓ **Condition of being safe**
- ✓ **Freedom from danger, risk or injury**



# WHY SAFETY?

- ✓ **Accidents / Illnesses -**
  - **Cause unnecessary pain and suffering for individuals and families.**
  - **Interfere with production.**
  - **Affect work performances / capabilities.**
  - **Affect morale.**
  - **Waste resources (cost us money).**
  - **Play a factor in determining liability.**



# **ARMY SAFETY PROGRAM**

- ✓ **Outlined in AR 385-10, 29 February 2000**
  - **Prescribes DA policy, responsibilities, procedures to protect / preserve Army personnel and property against accidental loss.**
  - **Provides for public safety incident to Army operations / activities, and safe and healthful work places, procedures, and equipment.**
  - **Assures statutory / regulatory compliance.**



# **AR 385-10**

## **MANDATED PRINCIPLES**

- ✓ **Accidents are an unacceptable impediment to Army missions, readiness, morale, and resources: hence accident RISK MANAGEMENT will be exercised by decision makers.**





# **MANDATED PRINCIPLES**

- ✓ **Decision makers at every level will employ the RISK MANAGEMENT process.**
  - **Defined in FM 100-14.**
  - **Applies to ALL operations - on and off the battlefield.**
  - **Involves a five step process.**



# **RISK MANAGEMENT - 5 STEPS**

- ✓ **Identify Hazards.**
- ✓ **Assess Hazards.**
- ✓ **Make Decisions.**
- ✓ **Implement Controls.**
- ✓ **Supervise**



# MANDATED PRINCIPLES

- ✓ **Performance standards for military and civilian managers and supervisors will include accident prevention and occupational health responsibilities as a rating element.**



# OSHA

## ✓ Occupational Safety and Health Administration / Act

- Established in 1970
- AKA: William Steiger Act
- AKA: PL 91-596



# **PURPOSE OF OSHA**

**✓ To assure so far as possible every working man and woman in this nation safe and healthful working conditions and to preserve our human resources.**

**SECTION 5 (a) (1) - General Duty Clause**



# OSHA

## ✓ Section 19 of the Act

- Charges the head of each federal agency with the responsibility to “establish and maintain an effective and comprehensive occupational safety and health program which is consistent with the standards” set by OSHA for private-sector employees.



# **EO 12196**

- ✓ **Established by Carter administration.**
- ✓ **Occupational Safety and Health Programs for Federal Employees.**
- ✓ **Applies to all federal employees.**
- ✓ **Further defines the broad mandates of Section 19 of the Act**
  - **Provides guidance to federal agencies in carrying out OSHA responsibilities**
  - **Led to 29 CFR 1960**



# 29 CFR 1960

- ✓ **Outlines safety and health provisions for federal employees.**
- ✓ **Further specifies employer and employee duties, rights and responsibilities.**





# EMPLOYER DUTIES

- ✓ **Has the general duty to furnish each of his employees employment and places of employment which are free from recognized hazards that are likely to cause death or serious physical harm.**
- ✓ **Has the specific duty to comply with the safety and health standards promulgated under the Act.**



# EMPLOYEES

- ✓ **Have the duty to comply with the safety and health standards and ALL rules, regulations, policies, procedures and orders which are applicable to his / her action and conduct on the job.**
- ✓ **MUST comply with the safety / health standards.**



# EMPLOYEES

- ✓ **MUST use personal protective equipment and other safety equipment provided.**
- ✓ **HAVE THE RIGHT TO request the inspection of conditions which endangers their safety.**



# EMPLOYEES

- ✓ **HAVE THE RIGHT TO** request a hazard evaluation of a condition which endangers their health.
- ✓ **NOTE:** NO form of reprisal may be administered against an employee who exercises his / her right.



# **SAFETY STANDARDS**

- ✓ **AR 385-10, Army Safety Program**
- ✓ **29 CFR 1910 - General Industry Standards**
- ✓ **29 CFR 1926 - Construction Standards**
- ✓ **29 CFR 1960 - Basic Program Elements for Federal Employee OSHA Programs and Related Matters**



# **RIA SAFETY PROGRAM**

- ✓ **Commander of each AMC installation is solely responsible for the safety of his Command.**
  - **MG Wade H. McManus, Jr. - OSC**
  - **COL Mike G. Mullins - RIA**
- ✓ **OSC Safety Manager is Rosalene Graham \***
- ✓ **RIA Safety Manager is Jerry J. Golden**
- ✓ **RIA services RIA, HQ - OSC / FSC, other tenant activities and contractors**



# **RIA vs. OSC SAFETY PROGRAM**

## **✓ RIA Safety**

- Working environment / physical space safety / health issues.**

## **✓ OSC Safety**

- OSC mission / production safety / health issues.**



# **RIA SAFETY OFFICE**

- ✓ **Overall management of safety / health provisions at RIA.**
- ✓ **Stress “safety” is not a “Safety Office Staff” function, but rather**
  - **An inherent part of ALL jobs and production.**
  - **An integral part of the final goal.**
  - **A CORE VALUE!**





# **MG McMANUS'S POSITION**

- ✓ **Memorandum 31 Aug 01**
- ✓ **“Production should never take precedence over safety.”**
- ✓ **“Safety is my core value.”**
  - **NOT a priority.**
  - **Priorities change; core values do not.**
- ✓ **Communicate safety as a core value.**



# COL MULLINS' POSITION

✓ Pending!



# WHAT IS YOUR POSITION ON SAFETY?

- ✓ **Why is Safety important?**
- ✓ **What is your responsibility?**



# **SAFETY CAMPAIGN**

- ✓ **Purpose - to emphasize Safety throughout the work force.**
  - **Safety Training**
  - **Safety Meetings**
  - **Communication**
  - **Safety Audits**



# COMMUNICATION

## ✓ **RIA Intranet Web site**

<https://ri-app-nt2.ria.army.mil/riahome/Safety/Main.htm>

## ✓ **Still under construction**



# **RIA WEB SITE**

- ✓ **Master Accident Prevention Plan**
- ✓ **Safety Documents**
- ✓ **Safety Fliers**
- ✓ **Safety Videos**
- ✓ **Computer Based Training**
- ✓ **Preliminary Incident Notification Report**
- ✓ **Policies**



# **RIA WEB SITE**

- ✓ **General Safety Information**
- ✓ **Job Safety Analysis**
- ✓ **Safety Performance**
- ✓ **Worker's Compensation**
- ✓ **Email RIA Safety Office**



# OSC SAFETY WEB SITES

## ✓ Link - Internet

[https://www4.osc.army.mil/dm/Safety\\_Internet.asp](https://www4.osc.army.mil/dm/Safety_Internet.asp)

## ✓ Link - Intranet

[https://www6.osc.army.mil/DM/Safety\\_Intranet.asp](https://www6.osc.army.mil/DM/Safety_Intranet.asp)





# **POLICIES**

- ✓ **A-11 RIA Commander's Policy on Safety and Health**
- ✓ **Policy Memo # 20 - OSC Commander's Safety Policy**



# A-11

- ✓ **Applicable Island-wide.**
- ✓ **Not only the Commander, but everyone has ownership of Safety.**
- ✓ **No task so critical that it cannot be accomplished both safety and promptly.**



# Policy Memo # 20

- ✓ **Applicable to OSC Commanders, Commander's Representatives, Deputy Chiefs of Staff and Office Chiefs.**
- ✓ **"I am committed to workplace safety, and I expect the same from everyone on the OSC Team."**
- ✓ **"Safety is as vital to our jobs as meeting delivery schedules, cost and quality requirements."**
- ✓ **Coincides with CORE values.**



# ACCIDENT

- ✓ **An unplanned event that results in injury to personnel and / or damage to property.**



# NEAR MISS ACCIDENT

- ✓ **An unforeseen or unplanned event that causes no injury or property damage but under slightly different circumstances could have resulted in an accident involving injury or damage.**



# CAUSES OF ACCIDENTS

✓ **Unsafe Acts.**

✓ **Unsafe Conditions.**

✓ **Acts of Nature.**



# **PERSONAL FACTORS**

- ✓ **Improper Attitudes.**
- ✓ **Lack of knowledge / skill / experience.**
- ✓ **Improper physical condition.**
- ✓ **Bodily Defects.**
- ✓ **Human Error.**



C  
O  
N  
S  
E  
Q  
U  
E  
N  
C  
E  
S

MEASURES OF  
OUR FAILURES  
AFTER THE FACT

PREMISE: TO BE ABLE TO MANAGE SOMETHING  
YOU NEED TO HAVE A MEASUREMENT  
SYSTEM

FATALITY

LOST  
WORKDAY  
CASE

OSHA  
RECORDABLE  
CASE

FIRST-AID CASE

NEAR - MISS

PROPERTY  
DAMAGE

BEHAVIOR

C  
A  
U  
S  
E

C  
O  
N  
T  
R  
O  
L

TRAINING

SAMPLING

REWARDS

ENFORCEMENT

FEEDBACK  
SYSTEMS

SAFE PRACTICES

GOAL SETTING

INVOLVEMENT





# **REDUCE ACCIDENTS**

- ✓ **Improve safety attitudes / actions.**
- ✓ **Motivate employees to be more safety conscious.**
- ✓ **Incorporate Risk Management process at the initial phase of planning and throughout the process.**



# **ACCIDENT REPORTING**

- ✓ **Accidents / injuries are to be reported to the OSC / FSC supervisor.**
- ✓ **Per Policy # 20 - supervisors will investigate accidents that result in a worker's compensation claim filed with DOL.**
- ✓ **Supervisors are to take appropriate actions to prevent recurrence.**
- ✓ **Supervisors should notify SOSRI-SF of significant accidents / injuries.**



# **PERSONAL PROTECTIVE EQUIPMENT - SAFETY SHOES**

- ✓ **Use mobile shoe van.**
  - **Dates / times / locations.**
- ✓ **OSC - use credit card to purchase.**
- ✓ **Special issue shoes require approval / doctor's note, submitted to SOSRI-SF and Health Clinic (medical).**



# **PPE - PRESCRIPTION SAFETY GLASSES**

- ✓ **Obtain funding source.**
- ✓ **Complete AMC Form 2110 / RIA Form 385-4.**
- ✓ **Forward forms to SOSRI-SF.**
- ✓ **Government vs. own eye doctor.**
- ✓ **Approximately 60 days.**
- ✓ **Return glasses to Ike (Health Clinic) if problem.**
- ✓ **Permanent side shields.**
- ✓ **Z87.1 criteria for industrial safety glasses.**



# **PPE RESPONSIBILITIES**

## **✓ Supervisors -**

- Ensure use when required - includes visitors.**
- Ensure proper equipment for the job.**

## **✓ Employees -**

- Must use PPE and other safety equipment provided for the job.**
- Must make arrangements for proper PPE before you leave on TDY - determine whether host or home installation will provide.**



# POINTS OF CONTACT

✓ Who to Call



# **RIA SAFETY OFFICE**

- ✓ **Building 90 - Basement**
- ✓ **Chief - Jerry Golden, 2-0207**
- ✓ **Staff - Nancy Carlson, Michael Chaplin, Charlie Cook, Michael Hipschen, Mary Sanders.**
- ✓ **Office Phone - 2-1380.**



# **RIA SAFETY OFFICE**

✓ **Administer / manage OSHA and Army required Safety programs, to include:**

- **Confined Space Entry**
- **Lock Out Tag Out**
- **Fall Protection**
- **Hazard Communication**
- **Accident Investigation**
- **Training**
- **Audits**





# **RIA SAFETY OFFICE**

## **✓ Ergonomics**

- Prevalent topic.**
- Local ergo team - perform job site visits.**
- Requests for ergonomic evaluations / visits must come from supervisor.**
- Call either Safety Office or Health Clinic to schedule appointment**

## **✓ Miscellaneous**



# **RIA SAFETY OFFICE**

- **Review engineering / construction projects.**
- **Review purchase descriptions.**
- **Maintain accident data / statistics.**
- **Perform employee concern / assistance visits.**
- **Jogging / smoking / suggestions / weather.**
- **Other miscellaneous.**



# INDUSTRIAL HYGIENE

- ✓ **Building 110 - Basement**
  - **Supervisor - Bob Platt, 2-0807**
  - **Staff - Gary Heitman, Carol Hichborn, Cathy Sonnenberg, 2-0806**
- ✓ **Monitor / provide sampling for**
  - **Noise Pollution**
  - **Indoor air pollution**
  - **Ventilation**
  - **Sanitation**
  - **Heat and Cold Stress**



# **WORKER'S COMPENSATION OFFICE**

- ✓ **Building 102 - 2**
- ✓ **Staff - Joline Adams, 2-1263, and Audrey Claussen, 2-1278**
- ✓ **Process occupational injury / illness claim forms to DOL.**
- ✓ **FECA - Federal Employees Compensation Act**
  - **Authorized compensation for medical expenses and loss of wages for an employee who suffers a job-related injury / illness.**



# **FIRE DEPARTMENT**

- ✓ **Building 225**
- ✓ **Chief - Richard Reed 2-5148**
- ✓ **Staff - 2-2911/ 2-5948**
- ✓ **EMERGENCY - 911**
- ✓ **Enforce Life Safety Code**
- ✓ **Conduct fire inspections**
- ✓ **Administer Fire Marshal Warden program**
- ✓ **EMT's - advanced life support**
- ✓ **Fire and Evacuation drills**
- ✓ **PUT OUT FIRES!**



# HEALTH CLINIC

- ✓ **Building 110 - Basement; 2-0801 / 2-0803**
- ✓ **Hours of operation - 0700 - 1600, otherwise contact Fire Department.**
- ✓ **Provide first aid treatment for injury.**
- ✓ **Option to be treated at clinic or by own physician**
  - **Fill out proper CA form**
  - **MUST report to clinic for assessment / record keeping**
- ✓ **Perform physicals, audio/visual screenings.**



# **ENVIRONMENTAL OFFICE**

- ✓ **Building 102 - 1**
- ✓ **Staff - Dave Foss, 2-7855, and Fran Wildman, 2-7907.**
- ✓ **Concerned with environmental pollution**
  - **Air, land, water**
- ✓ **Manage the hazardous waste program**



# **WORK ORDER**

- ✓ **Building 102 - 1; 2-2387 and 2-2388**
- ✓ **Hours of operation - 0730 - 1530, otherwise get the answering machine.**
- ✓ **Service order - up to \$2500.**
- ✓ **IJO - anything over \$2500; use DA Form 4283 or Form Flow form SI 420-36.**
- ✓ **Keep work order numbers for follow-up.**





# WORK ORDER PRIORITIES

- ✓ **ONE - emergency; respond within 30 minutes. Take action to temporarily fix and then downgrade after temp fix.**
- ✓ **TWO - urgent; 24 hours to respond.**
- ✓ **THREE - routine; 7 calendar days to respond / completion within 14 calendar days.**



# **ROLE OF SUPERVISOR**

- ✓ **Responsible and accountable for the safety of employees assigned.**
- ✓ **Cannot be taken for granted.**
- ✓ **Requires your support and dedication.**
- ✓ **Safety is dependent on you.**
- ✓ **Make SAFETY a CORE value.**



# QUESTIONS?